



STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION

900 Public Safety Boulevard
Dover, DE 19901
(302) 760-2011



Posting # 97861061

RIGHT OF WAY AGENT I

Opening Date: March 30, 2006

Closing Date: June 28, 2006

A Vacancy Exists & Vacancies Anticipated

Salary: \$27,415 – 34,269 (Minimum - Midpoint) Pay Grade 9

Locations: Kent and New Castle Counties (**Please check which of these locations you are interested in on your application.**) Division of Planning, Administration Building, 800 Bay Road, Dover, DE (A Vacancy Exists and Vacancies Anticipated in Kent County), OR Canal District, 250 Bear-Corbit Road, Bear, DE (Vacancies Anticipated in New Castle County).

Summary Statement: Incumbents appraise, negotiate, provide technical, relocation, property management or administrative support services related to the acquisition and disposition of real property and property rights for state highway purposes.

Career Ladder: Upon satisfactory completion of Department promotional standards and minimum qualifications, employee may be eligible to be promoted to the next level.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of a pertinent area of real estate (appraisal, law, real property acquisition, property management, engineering or title examination).
Applicant must detail education and/or experience in this area.
2. Knowledge of the laws, rules, policies and technology applicable to acquisition and disposition of real property.
Applicants that have work experience where they learned this information are also qualified. Applicant must detail all experience, training and or coursework in real estate law, business law or similar courses

3. Knowledge of negotiation techniques.
Applicants must detail all experience, training or coursework on negotiation techniques and procedures.
4. Ability to interpret engineering or property drawings.
Applicants must detail all experience, training and or coursework in drafting, technical sketching, etc.
5. Ability to communicate effectively both orally and in writing.

Examination: The application is evaluated based upon a rating of training and experience.

Principle Accountabilities:

1. Collects and analyses data relevant to the market value of property.
2. Prepares less complex property appraisals and assists in data gathering and preparation of more complex appraisals.
3. Contacts property owners and conducts moderately complex negotiations necessary for securing property rights.
4. Provides assistance to displaced individuals in locating replacement housing or places of business.
5. Assists those who testify in condemnation proceedings to sustain values evidenced.
6. Assists in the disposal of state-owned properties.
7. Assists in the leasing and inspection of state-owned properties.
8. From preliminary plan makes title investigation, prepares abstracts of title, prepares plot plan, assists in recording of document, and closing of transaction.
9. Coordinates with other Department sections to obtain and clear right-of-way in time to permit the Bridge and Highway Programs to proceed on schedule.
10. Performs related work as required.

Conditions of Employment:

- Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.
- Applicants must be legally authorized to work in the United States. DelDOT does not provide employment-based sponsorship.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

TRANSPORTATION (DELDOT), Human Resources, 900 Public Safety Boulevard, Dover, DE 19901 Phone: (302)760-2011 Fax (302)760-2770

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer